

Instructions for using the electronic version of the SWPPP Template (September 2001 Version)

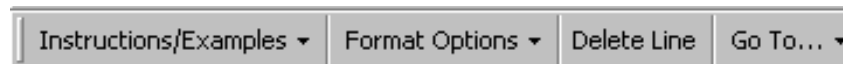
This SWPPP template was developed for the California Department of Transportation (Caltrans), in accordance with current (Sep. 2001) Caltrans computer standards, using PC computers and Microsoft® Word 97 SR-2. The template has also been tested and works properly in Microsoft® Word 2000¹.

The objectives of the SWPPP template are to:

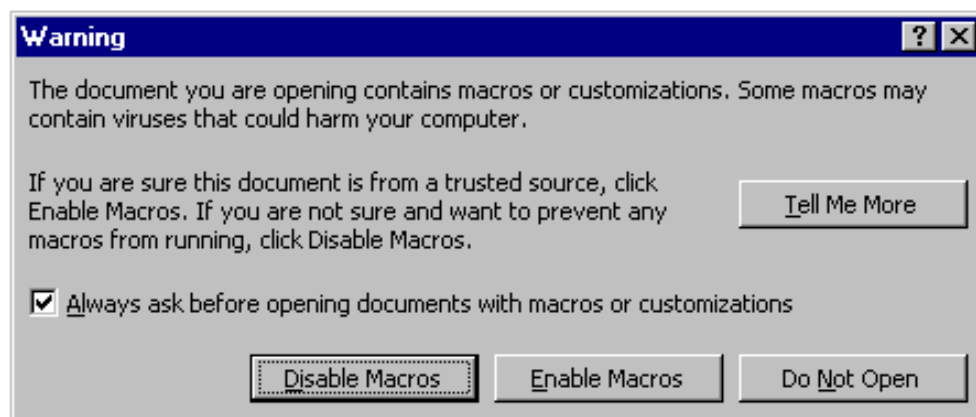
- (1) Provide easy data entry for contractors to prepare SWPPPs (instructions and examples can be viewed in the template while the SWPPP is being prepared).
- (2) Provide consistency in content and format of all SWPPPs prepared and submitted to Caltrans (thus making the SWPPP review process more efficient).

Contractors and other users may download the template from the Caltrans Web site at: <http://www.dot.ca.gov/hq/contruc/>

The template has its own macros that were developed to include a small tool bar with four buttons:



Since Microsoft® Word 97 SR-2 contained special protection against macro viruses; this protection could be enabled or disabled by checking or clearing the “Macro virus protection” box in the GENERAL tab under the TOOLS, OPTIONS menu screen. Thus, when opening the file from Microsoft® Word 97, the user may get the following screen:



In order for the macros to work properly, click on the **Enable Macros** button.

In order for the template to work properly when using Microsoft Word 2000, the user must make sure that the macro security protection in the TOOLS, MACROS, SECURITY menus is set to MEDIUM.

WARNING: The template document is protected, attempting to disable and/or disabling protection of may cause problems or may disable the macros and the document may not work properly.

The template has been automated in such a way that when the user types the Title Page fields (the project name, contract number, contractor company and date of the SWPPP preparation) the data will automatically flow to the headers and footers of all sections of the document. The process of creating a Table of Contents has also been automated so that the correct titles and page numbers will show in the table of contents when printing the document.

The various sections of the SWPPP template contain color coded headers for instructions (blue), examples (teal) and required text (red). These color coded headers indicate that the text following the header provides instructions for preparing the section; an example of what the user may include in developing the SWPPP; or what text that is required for developing a SWPPP that complies with Caltrans requirements. User(s) developing a SWPPP will enter additional text only after and under the "Required Text" headers. After entering text in a field, **press the TAB key** to go to the next field (not the Enter key).

Based upon recommendations of various users, additional features/enhancements have been made to the August 2001 version of the SWPPP Template. These enhancements are:

- The Tool Bar was redesigned to include drop down menu commands.
- The drop down menu commands under the **INSTRUCTIONS/EXAMPLES** button can be used to SHOW and HIDE instructions and examples.
- A new **DELETE LINE** button has been added to the tool bar to allow users to delete input lines that otherwise would be empty. Note that the line to be deleted must be highlighted in its entirety in order for the command to work properly.
- The **GO TO...** button was added to the tool bar to allow the user to navigate quickly to specific sections of the SWPPP Template.
- A new **FORMAT OPTIONS** button was added to the tool bar. The button has other drop down menu commands:

INSERT TITLE, **INSERT PARAGRAPH** and **INSERT BULLET** are new commands for inserting fields for additional subtitles, narrative text paragraphs and/or bullets. These have been provided to allow the user to insert additional title(s) and narrative(s) in various sections of the document. Note that the field where the title or paragraph will be inserted must be highlighted in its entirety in order for the command to work properly.

The **INSERT PAGE BREAK** command has been provided to allow users to insert page breaks (not Section breaks) in the document.

Once a user has developed the text for the various sections of the SWPPP, a draft SWPPP, including instructions, examples and the completed text for each section, can be printed. The instructions include “check box” items that the preparer may use to visually review the printed version of his/her own work and check each of the instructions’ items (and check boxes) as they are completed.

The final SWPPP can then be viewed to check format and perform final edits as necessary. The final document can be printed without instructions and examples by clicking on the **INSTRUCTIONS/EXAMPLES** button and selecting the **HIDE** option, or by going to the menu bar in MS Word, selecting the “TOOLS” menu, selecting “OPTIONS” and making sure that the HIDDEN TEXT checkboxes under both the VIEW and PRINT tabs are cleared.

¹ In order for the template to work properly when using Microsoft Word 2000, the user must make sure that the macro security protection in the TOOLS, MACROS, SECURITY menus is set to MEDIUM.